

Chesapeake Bay & Rivers Association of REALTORS®  
CBRAR Property Services, Inc.  
Board of Directors Job Descriptions

**PRESIDENT**

The President is the chief elected officer of the association and serves as chair of the Board of Directors. The President oversees the affairs of the Board, with the assistance of other elected officers and staff.

**The President shall...**

1. Establish a program outlining the association's goals; pending approval of the Board of Directors (this outline shall encompass the Board's Business Plan). Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Preside at all meetings of the Board of Directors, voting only to break a tie. Conduct all Board Membership Meetings and welcome new members at all Board Orientation Programs, if available.
3. Officially speak on behalf of the Association and represent the Association before other groups when invited to do so. The President must speak in favor of issues adopted by the Association, and stand ready to defend any policies to our members and the public.
4. Initiate and carry out the instructions of the REALTOR® Board of Directors and Multiple Listing Service and shall have the responsibility of ensuring that the actions of the Chief Executive Officer coincide with the policies and direction of the Board of Directors.
5. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer. Shall be a signatory to all Board bank accounts.
6. Attend council meetings (as invited) to promote membership services throughout the year.
7. Attend all local meetings and those that the Board has funded for state and national travel, as noted below
8. Watch for potential future leaders at all times as the Board's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.
9. Selecting the Leadership Team:
  - Determine the committee structure and appoint committee chairs for your term in office. Whenever possible, such committees shall include a Director who attends each committee meeting. The newly elected President shall name and notify the committee chairs and the Board of Directors of the selections as soon as possible prior to the Installation of Officers.
  - Appoint special Task Forces or committees as needed.
  - Appoint, subject to confirmation of the Board of Directors, incoming members of the Professional Standards Committee, the Grievance Committee, the Strategic Planning Committee and the Nominating Committee.
  - Fill by appointment, subject to confirmation of the Board of Directors, Chesapeake Bay & Rivers Association of REALTORS® Board of Directors vacancies.
  - Convene Hearing Panels for Appeals as prescribed in the NAR Code of Ethics procedural guidelines.
10. Automatic Appointments

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- Automatically serve on all committees as needed.
- Serve as a named delegate voting member of the Virginia Association of REALTORS® representing our Association at their conferences, twice a year, when funded by the BOD.
- Serve as an ex-officio voting member of all Chesapeake Bay & Rivers Association of REALTORS® committees.
- Nominating Committee Chair.

11. President's Travel - State / National meeting attendance

- VAR Leadership Conference, held during December, location determined by VAR
- Professional Standards Meeting, various locations between January and March
- VAR Legislative and Educational Conference, in Richmond, February.
- VAR Annual Business Meeting & Conference, location determined by VAR, September or October.

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**PRESIDENT ELECT – Three Year Term**

The President Elect shall accept the duties and responsibilities as assigned by the President and shall act for the President in the event of his/her absence or incapacity, with all the powers and duties of the assumed office.

**The Elect President shall...**

1. Participate and work with the President in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Attend all meetings of the Board of Directors and General Membership Meetings. As an elected leader, officers should support all programs and activities of the Board and encourage the participation of others.
3. Attend council meetings (as invited) to promote membership services throughout the year.
4. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer.
5. Selecting the Leadership Team:
  - Begin working on the committee structure for the coming year, with input and guidance from the President and Association Executive.
  - Serve on Task Forces and attend committee meetings to understand the current structure and operations of the Board and to better plan of the coming year.
6. Automatic Appointments
  - Serve as a named delegate voting member of the Virginia Association of REALTORS® representing our Association at their conferences, twice a year, when funded by the BOD.

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7. President Elect Travel - State / National meeting attendance when funded by the BOD

- VAR Leadership Conference held during December , location determined by VAR
- VAR Legislative and Educational Conference, in Richmond, February.
- VAR Annual Business Meeting & Conference, location determined by VAR, September or October.
- NAR Annual Meeting and Convention , Serve as a named delegate voting member of the National Association of REALTORS®, representing our region at their Annual Meeting held each November, location determined by NAR.
- NAR Leadership Training In Chicago, IL each August
- Professional Standards Meeting, various locations between January and March

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**VICE PRESIDENT – One Year Term**

The Vice President shall accept the duties and responsibilities as assigned by the President. The Vice President should be prepared to demonstrate their willingness to give of themselves and their time to help conduct the affairs of the Board.

**The Vice President shall...**

1. Participate and work with the Board of Directors in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Attend all meetings of the Board of Directors and General Membership Meetings. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others..
3. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer.
4. Attend council meetings (as invited) to promote membership services throughout the year.
5. Become familiar with the Governing Documents, as well as all policies established by the Board of Directors and ensure compliance to all.
6. Serve on Task Forces and/or committees to further understand the current structure and operations of the Board to better plan of the coming year.
7. Watch for potential future leaders at all times as the Board's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.
8. Serve as Program Director which is responsible for planning the program portion of the Membership Meetings. All speakers and topics must be reviewed by the Board of Directors before finalized. The Program Director will work with the Education Chairperson and the Association Executive to coordinate the meeting and program portions of the Membership Meetings.

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**SECRETARY/TREASURER – One Year Term**

The Secretary/Treasurer shall be a signatory to all Board Bank Accounts. He/She shall be responsible for all funds of the Board and may be requested to report monthly the financial status of the Association to the Board of Directors. He/She shall be responsible to serve as the record keeper for the service, ensuring the accuracy of minutes in the event the Association Executive is not available.

**The Treasurer shall...**

1. Participate and work with the Board of Directors in achieving the association's goals that encompass the Board's Business Strategic Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Work with the staff to learn the financial reporting mechanisms, tax liability issues and general financial background. Ask questions and explore any issue deemed important for understanding and safeguarding of the financial stability of the Board.
3. The Treasurer will also attend General Membership Meetings as well. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others.
4. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer.
5. Become familiar with the Governing Documents, as well as all policies established by the Board of Directors and ensure compliance to all.
6. Serve on Task Forces and/or committees to further the operations of the Board.
7. Watch for potential future leaders at all times as the Board's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.

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**IMMEDIATE PAST PRESIDENT**

The past president serves as a vital member of the Board of Directors, ensuring continuity of service and adherence to the business plan of the association.

**The Immediate Past President shall...**

1. Participate and work with the Board of Directors in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Attend all meetings of the Board of Directors and General Membership Meetings. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others.

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3. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports and participating in the budgeting process.

4. Serve on Task Forces and/or committees to further the mission of the board while identifying future leaders.

5. Automatic Appointments

- May be appointed to serve as chair of the RPAC Fundraiser Committee.
- Serve as a named delegate voting member of the Virginia Association of REALTORS® representing our Association at their conferences, twice a year, when funded by the BOD.

6. Past President's Travel - State / National meeting attendance

- VAR Legislative and Educational Conference, in Richmond, February.
- VAR Annual Business Meeting & Conference, location determined by VAR, September or October.

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**DIRECTORS – Three Year Term**

Person serves as one of four Directors on the Association Board of Directors. This position is important in the in making decisions deliberately and without undue haste or pressure.

**The Directors shall...**

1. Participate and work with the Board of Directors in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.

2. Attend the monthly Board of Directors Meetings

3. Attend all other General Membership Meetings. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others.

4. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports and participating in the budgeting process.

5. Serve on Task Forces and/or committees to further the mission of the board while identifying future leaders.

6. Become familiar with the Governing Documents, as well as all policies established by the Board of Directors and ensure compliance to all.

7. Watch for potential future leaders at all times as the Board's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.

8. Directors Preplanned Meetings -

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- Monthly Board of Directors Meeting
- Professional Standards Training Session annually offered in February / March.
- All membership meetings, as scheduled.

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**MLS PRESIDENT**

The President is the chief appointed officer of the Multiple Listing Service and serves as chair of the MLS Board of Directors. The President oversees the affairs of the MLS, with the assistance of other elected officers and staff.

**The President shall...**

1. Establish a program outlining the MLS goals; pending approval of the MLS Board of Directors (this outline shall encompass the MLS's Business Plan). Ensure that the mission of the MLS is advanced while adhering to the policies and strategic plan.
2. Preside at all meetings of the MLS Board of Directors, voting only to break a tie.
3. Accept fiduciary responsibility of the Multiple Listing Service, Inc., taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer. Shall be a signatory to all Board bank accounts.
4. Watch for potential future leaders at all times as the need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.
5. Selecting the Leadership Team:
  - Appoint special Task Forces or committees as needed.
6. Automatic Appointments
  - Automatically serve on the Chesapeake Bay & Rivers Association of REALTORS® Board of Directors as acting Director.

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**MLS PRESIDENT ELECT – Three Year Term**

The President Elect shall accept the duties and responsibilities as assigned by the President and shall act for the President in the event of his/her absence or incapacity, with all the powers and duties of the assumed office.

**The Elect President shall...**

1. Participate and work with the President in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the policies and strategic plan.

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2. Attend all meetings of the Board of Directors and Association General Membership Meetings. As an elected leader, officers should support all programs and activities of the Board and encourage the participation of others.
3. Attend council meetings (as invited) to promote membership services throughout the year.
4. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer.
5. Selecting the Leadership Team:
  - Begin working on the committee structure for the coming year, with input and guidance from the President and Association Executive.
  - Serve on Task Forces and attend committee meetings to understand the current structure and operations of the Board and to better plan of the coming year.

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**MLS SECRETARY/TREASURER – Appointed One Year Term**

The Treasurer shall be a signatory to all MLS Bank Accounts. He/She shall be responsible for all funds of the MLS and may be asked to report monthly the financial status to the Board of Directors.' He/She shall be responsible to serve as the record keeper for the service, ensuring the accuracy of minutes in the event the Association Executive is not available. This position is appointed each year by the Chesapeake Bay & Rivers Association of REALTORS® President. Once appointed the Chesapeake Bay & Rivers Association of REALTORS® will vote your nomination at the January meeting.

**The Treasurer shall...**

1. Participate and work with the Board of Directors in achieving the association's goals that encompass the Board's Business Plan. Ensure that the mission of the Association is advanced while adhering to the Association's bylaws, and policies and strategic plan.
2. Work with the staff to learn the financial reporting mechanisms, tax liability issues and general financial background. Ask questions and explore any issue deemed important for understanding and safeguarding of the financial stability of the MLS.
3. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports, participating in the budgeting process and working with the paid staff and elected treasurer.
4. Become familiar with the Governing Documents, as well as all policies established by the Board of Directors and ensure compliance to all.
5. Serve on Task Forces and/or committees to further the operations of the Board.
6. Watch for potential future leaders at all times as the Board's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.

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**MLS IMMEDIATE PAST PRESIDENT**

The past president serves as a vital member of the Board of Directors, ensuring continuity of service and adherence to the business plan of the association.

**The Immediate Past President shall...**

1. Participate and work with the Board of Directors in achieving the MLS's goals that encompass the Business Plan. Ensure that the mission of the MLS is advanced while adhering to the bylaws, and policies and strategic plan.
2. Attend all meetings of the Board of Directors and General Membership Meetings. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others.
3. Accept fiduciary responsibility of the Multiple Listing Service, taking care to practice due diligence in understanding the financial reports and participating in the budgeting process.
4. Serve on Task Forces as needed, to further the mission of the MLS while identifying future leaders.

**MLS DIRECTORS – Appointed Three Year Term**

The Directors of the MLS represent each Participant and their REALTOR® associates throughout multiple counties, and as such should be aware of the needs of the members. Consideration for the best decisions for the Multiple Listing Service Corporation should be made in consideration of the business of company owners versus the business of affiliated sales agents in each region and in differing office size and market areas.

**The Directors shall...**

1. Participate and work with the Board of Directors in achieving the MLS's goals that encompass the Business Plan. Ensure that the mission of the Association is advanced while adhering to the bylaws, and policies and strategic plan.
2. Attend the MLS monthly Board of Directors Meetings, serving as a full voting Director.
3. Attend all other General Membership Meetings. As an elected leader, officers should support the programs and activities of the Board and encourage the participation of others.
4. Accept fiduciary responsibility of the Board of REALTORS®, taking care to practice due diligence in understanding the financial reports and participating in the budgeting process.
5. Serve on Task Forces as needed to further the mission of the MLS while identifying future leaders.
6. Become familiar with the Governing Documents, as well as all policies established by the Board of Directors and ensure compliance to all.
7. Watch for potential future leaders at all times as the MLS's need for leadership never ceases, and the identification and encouragement of those members represents a valuable contribution.